

**Scioto County Developmental Disabilities
Board Meeting Minutes for September 21, 2017**

STAR, Inc. @ 4:45 P.M.

Prayer: Cindy Gibson

Pledge: Richard Bolin

1. **Roll Call**: Present were President Rodney Barnett, Vice President J. Michael Thoroughman, Recording Secretary Michael Arnett, Jeffrey Kleha, C. William Rockwell, Jr., Cindy Gibson and Richard Bolin.
2. **Agenda**: The Board received the revised agenda at the meeting. Two items were added under New Business – 9A #10 – Policy 5.02, and 9D – STAR contract.
3. **Minutes**: The Minutes for the Board meeting conducted on August 17, and the Special Board Meeting and Finance Committee Minutes both conducted on August 30, were approved collectively in a motion made by Mr. Kleha and seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.
4. **Expense and Fiscal Report**: Finance Director Matt Purcell reporting. The Board signed one *Morals and Obligations* and three *Then and Now* certificates. Mr. Purcell noted the beginning August balance in the General Fund was just under \$2 million and after deposits and expenditures, ended with just over \$4 million. He explained the large increase was due to receiving the second levy tax dollar drop of approximately \$2.4 million, which was very close to what was forecasted. He added another approximately \$215-300 thousand was expected in Homestead and Rollback tax dollars. Mr. Purcell pointed out the Settlement Reconciliation line on the General Fund Revenue report. It shows the 2012 Cost Report reconciliation “truing up” the amount paid out versus the actual cost per claim submitted, leaving the Board with almost \$200,000 of unbudgeted revenue in the ending balance. There were no questions or comments. Mr. Bolin made a motion to accept the oral and written report and it was seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.
5. **Superintendent Report**: Superintendent Julie Monroe reporting. Ms. Monroe gave the Board an update on the recent STAR Transition meeting. She stated STAR is doing well in progressing towards privatization. She added STAR has obtained their provider certification and expanded their transportation program utilizing the new vehicles, which produces a significant amount of additional revenue. Another Transition meeting has been scheduled for December 5. After discussion, Mr. Arnett made a motion to approve the written and oral report and it was seconded by Mrs. Gibson. The motion carried in a unanimous roll call vote.
6. **Program Reports**: The Program Reports were submitted to the Board prior to the meeting. There were no questions or comments. Mr. Barnett thanked the Directors for their reports.
7. **Old Business**: None

8. Committee Reports:

- A. Finance Committee – M. Thoroughman, Chair. The Committee met on August 30 at 5:30 P.M. Mr. Thoroughman stated the Committee recommended adding two new SSA’s to the Table of Organization. He explained this would bring the SSA’s caseloads more in line with SSA caseloads across the region. Mr. Phipps, SSA Director, reviewed the documents he shared at the finance meeting summarizing the benefits and costs of hiring two SSA’s. After discussion, Mr. Thoroughman made a motion to approve the Finance Committee recommendation and it was seconded by Mr. Barnett. The motion carried in a unanimous roll call vote.

- B. Ethics Committee – J. Kleha, Chair. The Committee met prior to the Board meeting to discuss two Direct Service contracts. There were no conflicts found. Mr. Kleha made a motion to approve the contract, and it was seconded by Mr. Rockwell. The motion carried in a unanimous roll call vote.

9. New Business:

- A. Recommend approval of the following policies:
 - 1. BPM Section 04.02 – Personnel (Recommend abolishment as contents are already in existing policies.)
 - 2. Policy 1.14-Promotion of Facility/Program Accessibility, Non-discrimination and Opportunities
 - 3. Policy 2.05 – Nondiscrimination in Service Provision
 - 4. Policy 2.20 – Emergency Closing of Building and Programs
 - 5. Policy 2.17 – Research
 - 6. Policy 3.05.05 - Sick Leave
 - 7. Policy 3.05.06 – Vacation Leave, Personal Leave and Paid Time Off
 - 8. Policy 3.05.07 – Unpaid Leave
 - 9. Policy 4.03 – Addressing General Health and Well-Being in Facilities of The County Board of DD
 - 10. Policy 5.02 – Employment First Implementation

The Board was given the policies in their packets for review. Ms. Monroe stated these revisions were not significant changes, but did bring the policies up to date. Mr. Kleha made a motion to collectively approve the policies and it was seconded by Mr. Arnett. The motion carried in a unanimous roll call vote.

- B. Facilities update from Safety and Operations Consultant, Darin Porter - Mr. Porter stated the roof project was nearing completion. He noted that although there had been some unforeseen problems with inclement weather, leaks, and a few other setbacks, the project would still wind up being very close to budget. He added the manufacturer of the rubber used in the project would certify the work of the contractors, and as stated in the bid document, will carry a warranty for 15 years, including parts and labor. Mr. Porter also stated he was satisfied with the end result and the cost, which was substantially less than the second lowest bid.

Mr. Porter informed the Board he had permission from the City of Portsmouth to move ahead with the plans on the new parking lot at STAR. He plans to provide updates as the project progresses including an estimate from the architect and information from a civil engineer.

- C. Discuss scheduling training for the Board - Ms. Monroe secured Amy Cartwright from SOCOG to provide training for the Board members. It was agreed the training would be held after the Board meeting on October 19.
 - D. STAR Contract - Ms. Monroe requested the Board pay an overage on STAR's contract that occurred over the summer. The overage was due in part to the expanded transportation services being provided by STAR. There was also extended use of 1:1 aides during summer programs to those individuals with intensive needs. The County Board did draw down more funding as a result of STAR's expanded services. Mr. Arnett made a motion to pay the overage on the STAR contract for the month, and it was seconded by Mr. Thoroughman. The motion carried in a unanimous roll call vote.
- 10. Miscellaneous:** Mr. Barnett thanked Mrs. Gibson, Mr. Arnett and Mr. Thoroughman for attending the recent STAR Transition meeting. Mrs. Monroe noted that ADS Director, Kelly Hunter had given her STAR's financial records along with financial forecasts for the next two years. Mr. Hunter agreed to email that data to Mr. Arnett for further review as well. After further discussion, all members who attended the Transition meeting agreed it was very positive and things were going in the right direction.
- 11. Comments from the Floor:** Speakers are required to state their name and address for the record. Additional speaking rules are on the back of the public agenda. There were no comments from the floor.
- 12. Executive Session:** Mr. Arnett made a motion at 5:40 P.M. to enter into Executive Session *in accordance with ORC 121.22 G. 3. - Conferences with an attorney for the public body concerning disputes involving the public body that are the subject of pending or imminent court action.* Mr. Thoroughman seconded, and the motion carried in a unanimous roll call vote.
- 13.** The Board reconvened at 6:00 P.M. on a motion made by Mr. Rockwell and seconded by Mr. Bolin. The motion carried unanimously. No action was taken.
- 14. Adjournment:** The meeting was adjourned at 6:01 P.M. on a motion made by Mr. Rockwell and seconded by Mr. Arnett. The motion carried unanimously.

Minutes Prepared by:
Carla Nelson-White

Respectfully Submitted by:
Michael Arnett, Recording Secretary